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Adm - 12.6

DD/S&T-3487-68

10 September 1968

MEMORANDUM FOR: RMO/OCS
RMO/OEL
RMO/OSI
RMO/OSA
RMO/OSP
RMO/ORD
RMO/FMSAC

SUBJECT : Guidance for Records Purge

REFERENCE : Memorandum from DDS&T, Subj: Creation of CIA Records
Management Board, DDS&T-3417-68, dtd. 6 Sept. 1968

1. Pursuant to the above reference, a report is due from each Office Director in regards to the records purge that is to be conducted at the Records Center. I must emphasize that the purge is the responsibility of the designated senior officer and not the Records Management Officer. The RMO is to provide the necessary records administrative and policy guidance.

2. Attached for your information and guidance are two (2) copies of a guidance sheet that was prepared specifically for this purge. Please pass one (1) to the senior officer and keep the other for your own use. Cooperation and support from each of you is necessary for success in this purge. I would also appreciate it if each of you would keep me informed on the progress being made.

3. If additional information is needed, please call me on extension

25X1A

Records Administration Officer
DD/S&T

Attachments:

Guidance sheets for records purge

Distribution: 1 - Ea. Addressee w/att
2 - DDS&T Registry w/att

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CIA RECORDS MANAGEMENT BOARD

GUIDANCE FOR RECORDS PURGE

INTRODUCTION

The Agency Records Center is full. The Executive Director-Comptroller has instructed all offices to review their records stored at the Center in order to dispose of all unnecessary materials as well as to adopt new procedures and technological improvements to reduce the volume.

Some office records do not have a definite disposal date. Others should be considered for disposal earlier than now designated. Some are duplicates or unnecessary and should be disposed of as soon as formal approval can be arranged.

The survey and purge are to be carried out by each component having records in the Center. Each Deputy Director has been requested to appoint responsible officers with authority to review the retired office records at the Center.

A progress report is required from each Directorate on the initial actions taken and the plans being developed for each Office on this matter. The Records Board is to report quarterly on the progress of this purge and on other records management matters.

INITIAL REPORT

The following information should be included in the initial report:

1. Name and position of officers in your component responsible for the records purge and follow-on procedural improvements.
2. Nature and scope of your purge plan and elements of the plan accomplished during this initial reporting period.
3. Results within this reporting period, including types and volumes of records which have been earmarked (even if tentatively) as candidates for possible destruction.
4. Your work schedule for proceeding with the purge.

- Approved For Release 2001/08/09 : CIA-RDP71B00529R000100170042-0
5. Other comments (e.g., microfilming plans, change in records creation and duplication procedures, etc.)